

**County of San Bernardino
Department of Behavioral Health**

Safety and Emergency Coordination Policy

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Allan Rawland, Director

Policy

It is the policy of the Department of Behavioral Health (DBH) to establish duties and responsibilities for DBH staff assigned to safety functions; and to coordinate the functions of DBH Disaster/Safety Coordinator, Supervisors, Location Safety Coordinators (LSC), and the Department Safety Committee.

Important: Each operating facility within DBH must have a Location Safety Coordinator assigned to it.

Purpose

To ensure that DBH employees have a safe work environment, and to ensure safety and emergency response coordination.

Responsibilities

The following illustrates the responsibilities of DBH staff assigned to safety functions:

Role	Responsibility
Supervisor or designee	<ul style="list-style-type: none">• Oversee safety and program compliance• Appoint clerical/administrative staff to serve as the LSC for the facility• Conduct safety inspections at facilities for which they do not work
Disaster/Safety Coordinator	Serve as the Chairperson of the Department Safety Committee – includes recording and distributing minutes.

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Location Safety Coordinator (LSC)	<ul style="list-style-type: none">• Establish Assaultive Behavior Plan (ABP) and coordinate quarterly employee drills/training with the Clinic Supervisor• Ensure LSC posting and CalOSHA notices and reports are posted properly throughout the facility• Maintain documentation of safety program activities and legislation within DBH's Safety Program Binder• Conduct quarterly fire evacuation drills and report results on standard reporting format (see Fire Drill Reports link below) and coordinate annual fire extinguisher training• Review and update site-specific Emergency Action Plan (EAP) annually and train staff on their responsibilities• Complete HIPAA Baseline Privacy & Security Walkthrough Audit and department self-inspection checklist on a quarterly basis and submit reports at safety committee meetings• Assess facility for reportable Hazardous Communication Program, train staff on the Hazard Communication Program and conduct an annual review• Provide oversight and ensure compliance of the Medical Waste Management program at all applicable facilities• Act as a liaison between supervisors and emergency services personnel in the event of an emergency or disaster <p>Note: Certain circumstances may require one LSC to serve more than one facility.</p>
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Clinic Supervisor	<ul style="list-style-type: none"> • Coordinate quarterly ABP training with the LSC • Address and/or monitor client related safety and/or hazardous issues <p>Note: ABP training should emphasize appropriate staff responses to clients, employees, or other public, who disrupt threaten, and/or are dangerous.</p>
DBH Safety Committee	<ul style="list-style-type: none"> • Meet quarterly to discuss and report safety and emergency planning and/or issues • Coordinate annual safety inspections of all DBH facilities

Reporting Safety Issues

Any DBH employee with a safety or hazard issue and/or complaint must report it to his/her LSC or immediate supervisor for resolution. If the problem is not resolved within a reasonable amount of time, the employee must report the issue to his/her Program Manager or the Disaster/Safety Coordinator.

Note: Employees may also report safety or hazard issues to the County's Risk Management Department via the [Hazard Report](#).

CAL/OSHA Poster and Safety Representative Poster

The State of California requires that CAL/OSHA official notices be displayed in areas visible to all employees. Posters are provided by the County's Risk Management Department, or may be obtained by request from the DBH Disaster/Safety Coordinator.

Note: The LSC information must be displayed adjacent to the CAL/OSHA notices and throughout each facility.

Related Documentation

The following is safety and emergency material for reference and coordination use:

- Standard [Emergency Action Plan \(EAP\)](#)
- Standard [Medical Waste Management Program](#)
- Standard [Hazard Communication Program](#)
- Standard [Fire Drill Reports Guide](#)